



School In & Out Processing Checklist



**** Always hand carry the following information for each child:**

- ☐ Birth certificate
- ☐ Social Security Number
- ☐ Child's military ID card
- ☐ Immunization records
- ☐ Reports cards
- ☐ Copy of school transcript
- ☐ IEPs for students with special needs, 504 Plans, Gifted Program Description, ESL, etc.

Leaving a School District:

- ☐ Notify the school a **WEEK or more** before leaving.
- ☐ Ask for copy of transcript (official is mailed).
- ☐ Sign a request to have official copy of transcripts sent to new school.
- ☐ Ask for copy of IEPs for students with special needs.
- ☐ Find out the latest date your child can check out of school and receive full credit.
- ☐ Ask if child can work on independent studies to complete a credit.
- ☐ Ask if child can complete credits after he/she has left the school district.
- ☐ Ask if school district can provide class work to allow student to finish a class at his/her new school and earn credit at the previous school.
- ☐ Request work that your child can do to keep current during a transfer.

Entering a New School - Before arriving at your new assignment:

- ☐ Contact new school district and Installation School Liaison Officer!
- ☐ Check on Internet to see if the school district has a website.
- ☐ Ask for general information about the school district.
- ☐ Ask for information about what school your child will be attending.
- ☐ Ask for a copy of the school calendar.
- ☐ Check to see if you can register your child prior to arriving at your new assignment.
- ☐ Ask to the school district what they do if you arrive at your new assignment and do not have a permanent address.
- ☐ What can you take care of prior to arriving at your new school?

Specific questions about the school programs:

- ☐ What is the relationship between school district and military Installation?
- ☐ Is your School Board and leadership team dedicated to quality education?
- ☐ What is your parent participation in the educational process?
- ☐ What are your district's test scores?
- ☐ What is your average class size?
- ☐ Do you offer a high ability learner program?
- ☐ Do you offer a special education program?
- ☐ Do you have remedial programs for students?
- ☐ Do you have counselors for all grade levels?
- ☐ Do you offer a summer school program?
- ☐ Is transportation available?



Elementary:

- ☐ What is the entrance age for children in kindergarten?
- ☐ Do you have full-day kindergarten?
- ☐ Do you offer a developmentally appropriate early childhood program (i.e. hands-on approach)?

Middle School:

- ☐ Do you follow traditional middle school philosophy or use teaching teams?
- ☐ Do you have a buddy system to help my child during the first weeks?
- ☐ What sports do you have?
- ☐ What other extracurricular activities do you have besides sports?

High School:

- ☐ Is the school on block or traditional scheduling?
- ☐ What is the grading scale (4 or 5 point)?
- ☐ What are the graduation requirements (state-mandated testing, state-mandated class, such as history)?
- ☐ Do you offer: JROTC, advanced placement classes, vocational education, college prep programs?
- ☐ What is the policy on a new student becoming valedictorian/salutatorian?
- ☐ How does a child participate in programs that have early tryouts (hold several positions to tryout late? Accept videotaped auditions?)
- ☐ Do you provide any test preparation programs for ACT/SAT?
- ☐ Do you have an Interactive Counseling Center (ICC)?

